

WMS Activity Report

Transaction Code:
ZHR_RPTOMN03

Purpose Use this procedure to identify/monitor the WMS positions and activities within your agency. This report includes the following six reports:

1. Established WMS Positions
2. Abolished WMS Positions
3. Reallocated to WMS Positions
4. Reallocated from WMS Positions
5. Re-evaluation of existing WMS Positions
6. WMS Positions

Trigger Use this procedure to monitor the usage of WMS positions within the agency.

Prerequisites A WMS positions exist.

End User Roles In order to perform this transaction you must be assigned one of the following roles:

Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

Change History	Change Description
05/03/2013	Procedure Created

Transaction Code ZHR_RPTOMN03

Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN03**.

2. Under the **Period** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date	R	The date(s) used to run the report.  This defaults to current date. Example: 05/06/2013

3. Under the **Selection** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel area	R	<p>A specific agency/sub agency in the State of Washington.</p> <p> Agencies should run this report on a daily basis using the <i>Personnel area</i> field to capture details for the entire agency.</p> <p>Example: 1111 Information Services Division</p>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employee Identification Number (EIN).</p> <p>Example 2350 (Department of Labor and Industries)</p>
Organizational Unit	C	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p> <p>Example: 300000012 Help Desk</p>
Job	C	<p>This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational unit.</p> <p>Example: 50003922</p>
Job Class Abbrev.	C	<p>The abbreviation of the Job Class.</p> <p> Click on the  (Matchcode) to bring up the search option.</p> <p>Example: 000011</p>

Selection

Personnel Area	<input type="text"/>	
Business Area	2350	
Organizational Unit	<input style="background-color: yellow;" type="text"/>	
Job	<input type="text"/>	
Job Class Abbrev.	<input type="text"/>	

4. Under the Report Type Selection select the report type:

Report Type Selection

- Established WMS Positions
- Abolished WMS Positions
- Reallocated to WMS Positions
- Reallocated from WMS Positions
- Re-evaluation of Existing WMS Positions
- WMS Position Report

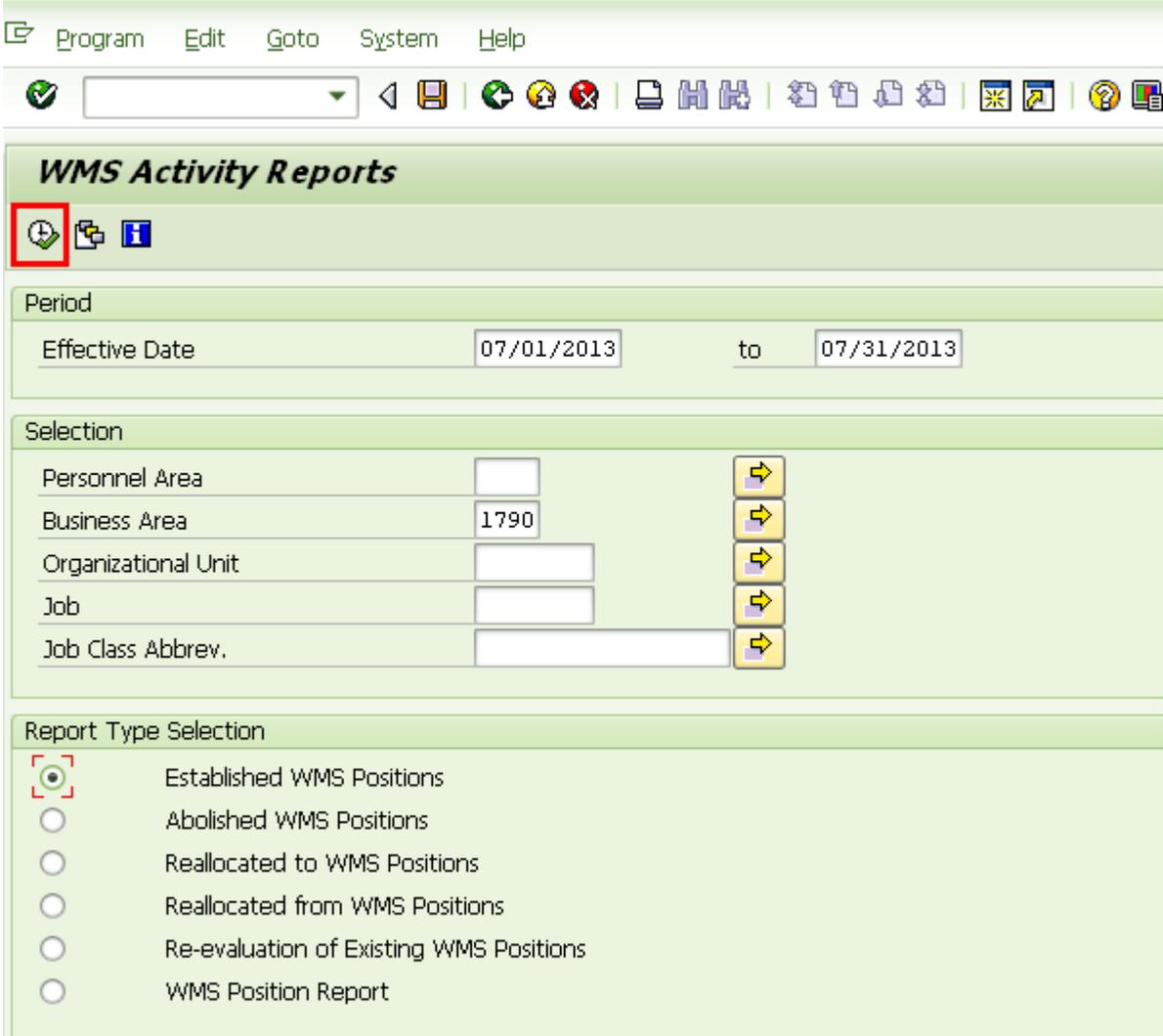
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Established WMS Positions	C	<p>Select this report option to view and count the Established WMS Positions within your agency.</p> <p>Selection Screen: The date or date range entered in the selection screen is based on the effective date of when the position object was created (established).</p>
Abolished WMS Positions	C	<p>Select this option to view and count the Abolished WMS Positions within your agency.</p> <p>Selection Screen: The date or date range in the selection screen is based on the effective date of when the position was abolished (position object delimited). End date NOT to be 12/31/9999. The term 'abolished' and 'delimited' position as the same.</p>
Reallocated to WMS Positions	C	<p>Select this option to view positions which have been reallocated to WMS positions.</p> <p> If this option is selected additional search fields appear.</p> <p>WMS Job Class <input type="text" value="50003921"/> to <input type="text" value="50003925"/> </p> <p> The date range for this report is based on the effective date of when the position was reallocated from to WMS. Make</p> <p>Report Fields – Sorted and listed as follows:</p> <p>Position, Business Area, Business Area Description,</p>

		Effective Date, WGS Personnel Area, WGS Personnel Area Description, WGS Organization Unit, WGS Organization Unit Description, WGS Position Title, WGS Position Short Text, WGS Job Class, WGS Job Class Description, WGS Job Class, Salary Range, WMS Personnel Area, WMS Personnel Area Description, WMS Organization Unit, WMS Organization Unit Description, WMS Position Title, WMS Position Short Text, WMS Job, WMS Job Class Description, Pay Grade, Market Segment, Management Type, JVAC, Primary Inclusion Criteria, Vacancy/Filled Indicator, Budgeted, "Count"
Reallocated from WMS Positions	C	<p>Select this option to get the count of WMS Positions that were reallocated from WMS.</p> <p> If this option is selected additional search fields appear.</p> <p>WMS Job Class <input type="text" value="50003921"/> to <input type="text" value="50003925"/> </p> <p> The date range for this report is based on the effective date of when the position was reallocated from WMS.</p>
Re-evaluation of Existing WMS Positions	C	Select this option to view WMS positions which have been re-evaluated only.
WMS Position Report	C	Select this option to view the WMS positions within your agency.

Report Type Selection

- Established WMS Positions
- Abolished WMS Positions
- Reallocated to WMS Positions
- Reallocated from WMS Positions
- Re-evaluation of Existing WMS Positions
- WMS Position Report

5. Click  (Execute) to generate the report



The screenshot shows the 'WMS Activity Reports' application window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a green checkmark icon. The main area is titled 'WMS Activity Reports' and contains several sections:

- Period:** A section with two input fields. The first is labeled 'Effective Date' and contains '07/01/2013'. The second is labeled 'to' and contains '07/31/2013'.
- Selection:** A section with five rows, each with an input field and a yellow arrow icon to its right:
 - Personnel Area: [empty field]
 - Business Area: [1790]
 - Organizational Unit: [empty field]
 - Job: [empty field]
 - Job Class Abbrev.: [empty field]
- Report Type Selection:** A section with six radio button options:
 - Established WMS Positions
 - Abolished WMS Positions
 - Reallocated to WMS Positions
 - Reallocated from WMS Positions
 - Re-evaluation of Existing WMS Positions
 - WMS Position Report

Screen shot 1 of 2 for the **Established WMS Positions Report**

WMS Activity Reports

State of Washington - HRMS
Established WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 05/07/2013
Period : 07/01/2011 through 07/31/2011
Records reported: 13
Run time: 00:00:00

Position	Effective Date	Organization Unit	Org Unit Description	Position Title	Position...	Job Cl...	Job Cla...	Pay Gra...	Market Segment
71025952	07/01/2011			CHIEF FINANCIAL OFFICER	0057			BAND 3	
71024751	07/01/2011	31007775	SMALL AGENCY HR	WMS02 HR CLIENT SERVICES MANAGER	0439			BAND 2	HR
71024817	07/01/2011			ADMIN OPERATIONS MANAGER	0367			BAND 2	

Screen shot 2 of 2 of the *Established WMS Positions Report*

WMS Activity Reports

State of Washington - HRMS
Established WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 05/07/2013
Period : 07/01/2011 through 07/31/2011
Records reported: 13
Run time: 00:00:00

Management Ty...	JVAC	Primary Inclusion	Vacancy/Filled Indicator	Budget...	Count
	C4X-0800		0	X	1
	B3X-0586		0	X	1
	B2X-0570		0	X	1



Established WMS Positions Fields - Sorted and listed in this order: Position, Business Area , Business Area Description, Effective Date, Personnel Area, Personnel Area Description, Organization Unit, Organization Unit Description, Position Title, Position Short Text, Job Class, Job Class Description, Pay Grade, Market Segment, Management Type, Primary Inclusion Criteria, Vacancy/Filled Indicator, Budgeted, "Count"

Abolished WMS Positions screen shot 1 of 2

WMS Activity Reports

State of Washington - HRMS
Abolished WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 5
Records reported: 5
Run time: 00:00:01

Position	Business Area	Business Area Description	Effective Date	Personnel Area	Personnel Area Description	Organization Unit	Org Unit Description	Position Title
70116905	3000	Dept of Social & Health Serv.	10/31/2012	3000	DGHS Headquarters	30004073	EXEC FSA OPP SUPP & SVCS DIV DIRECTOR	CONTRACTS CONSULTANT
70120054	3000	Dept of Social & Health Serv.	07/31/2012	3000	DGHS Headquarters	31006383	EXEC FSA FINANCE CENTRAL BUDGET OFF	SR BUDGET ANALYST
70120434	3000	Dept of Social & Health Serv.	05/31/2012	3000	DGHS Headquarters	30012192	ADSA LTC HQ MGMT SVS	IT BUSINESS ANALYST
70121362	3000	Dept of Social & Health Serv.	06/30/2012	3000	DGHS Headquarters	30012652	EXEC MGMT WA COUNCIL ON CHILD ABUSE	DIR PROGS & EVALUATION
70122139	3000	Dept of Social & Health Serv.	08/31/2012	3000	DGHS Headquarters	30004073	EXEC FSA OPP SUPP & SVCS DIV DIRECTOR	OMBUDSMAN SCC

Abolished WMS Positions screen shot 2 of 2

WMS Activity Reports

State of Washington - HRMS
Abolished WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 5
Records reported: 5
Run time: 00:00:01

Position Short Text	Job Class	Job Class Description	Pay Gra...	Market Segment	Management Ty...	JVAC	Primary Includi...	Vacancy/Filled Indicator	Budgeted...	Count
VM33	50003922	WMS BAND 2	BAND 2	Admn	MGMT	B2W-0546		2	X	1
C033	50003923	WMS BAND 3	BAND 3	Fin	CNSLT	C3X-0768		2	X	1
D817	50003922	WMS BAND 2	BAND 2	Admn	CNSLT	B2W-0546		2	X	1
MM12	50003922	WMS BAND 2	BAND 2	Admn	CNSLT	B3X-0586		2	X	1
QZ42	50003922	WMS BAND 2	BAND 2	Admn	POLICY	B3W-0562		2	X	1



Abolished WMS Positions Fields – Sorted and listed in this order: Position, Business Area, Business Area Description, Effective Date, Personnel Area, Personnel Area Description, Organization Unit, Organization Unit Description, Position Title, Position Short Text, Job Class Job Class Description, Pay Grade, Market Segment, Management Type, JVAC, Vacancy/Filled Indicator, Budgeted, “Count”

Reallocated to WMS Positions screen shot 1 of 3

WMS Activity Reports

State of Washington - HRMS
Reallocated to WMS Positions

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/20/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 2
 Records reported: 2
 Run time: 00:00:01

Position	Business Area	Business Area Description	Effective Date	Prior Personnel Area	Prior Personnel Area Description	Prior Organization Unit	Prior Org Unit Description	Prior Position Title
70120482	3000	Dept of Social & Health Serv.	06/01/2012	3000	DSHS Headquarters	30012250	EXEC HUMAN RESOURCES DIV	HUMAN RESOURCE CONSULTANT 1
70122425	3000	Dept of Social & Health Serv.	06/01/2012	3000	DSHS Headquarters	31007151	ADSA MHD	INT OP O/C MHD

Reallocated to WMS Positions screen shot 2 of 3

WMS Activity Reports

State of Washington - HRMS
Reallocated to WMS Positions

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/20/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 2
 Records reported: 2
 Run time: 00:00:01

Prior Position Short Text	Prior Job Cl...	Prior Job Class Description	Prior Job Class Code	Salary Ran...	WMS Personnel Area	WMS Personnel Area Description	WMS Organization U...	WMS Org Unit Description
FL32	51000795	HUMAN RESOURCE CONSULTANT 1	119E	45	3000	DSHS Headquarters	30012250	AERA HUMAN RESOURCES DIV
RW84	50003153	INT OP O/C MHD	B2013	BAND 3	3000	DSHS Headquarters	31007151	ADSA MHD

Reallocated to WMS Positions screen shot 3 of 3

WMS Activity Reports

State of Washington - HRMS
Reallocated to WMS Positions

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/20/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 2
 Records reported: 2
 Run time: 00:00:01

WMS Position Title	WMS Position Short T...	WMS Job Class	WMS Job Class Description	Pay Gra...	Market Segment	Management Ty...	JVAC	Primary Includ...	Vacancy/Filled Indicator	Budget...	Count
HR MANAGER	FL32	50003921	WMS BAND 1	BAND 1	HR	MGMT	A2W-0432		2	X	1
QUALITY ADMINISTRAT...	RW84	50003922	WMS BAND 2	BAND 2	HC Admn	MGMT	B2X-0570		2	X	1



Reallocated to WMS Positions Report Fields: Sorted and listed in this order Position, Business Area, Business Area Description, Effective Date, Prior Personnel Area, Prior Personnel Area Description, Prior Organization Unit, Prior Org Unit Description, Prior Position Title, Prior Position Short Text, Prior Job Class, Prior Job Class Description, Prior Job Class Code, Salary Range, WMS Personnel Area, WMS Personnel Area Description, WMS Organization Unit, WMS Org Unit Description, WMS Position Title, WMS Position Short Text, WMS Job Class, WMS Job Class Description, Pay Grade, Market Segment, Management Type, JVAC, Primary Inclusion, Vacancy/Filled Indicator, Budgeted, Count

Reallocated from WMS Positions screen 1 of 4

Position	Business Area	Business Area Description	Effective Date	WMS Personnel Area	WMS Personnel Area Description	WMS Organization Unit	WMS Org Unit Description	WMS Position Title
70021216	3000	Dept of Social & Health Serv.	05/25/2012	3000	DSHS Headquarters	30003841	ESA OS - IT REPORT SECOND LINE	QA ADMINISTRATOR
70120013	3000	Dept of Social & Health Serv.	09/01/2012	3000	DSHS Headquarters	31006383	EXEC FSA FINANCE CENTRAL BUDGET OFF	SR BUDGET ANALYST

Reallocated from WMS Positions screen 2 of 4

WMS Position Short T...	WMS Job Class	WMS Job Class Description	Pay Gra...	Market Segment	Management Ty...	JVAC	Primary Includ...	New Personnel A...	New Personnel Area Description	New Organization Unit
DX94	50003922	WMS BAND 2	BAND 2	Admn	MGMT	B3X-0586	3000	3000	DSHS Headquarters	30003841
CW04	50003922	WMS BAND 2	BAND 2	Fin	CNSLT	B2X-0570	3000	3000	DSHS Headquarters	31006383

Reallocated from WMS Positions screen shot 3 of 4

WMS Activity Reports

State of Washington - HRMS
Reallocated from WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/20/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 8
Records reported: 8
Run time: 00:00:01

New Org Unit Description	New Position Title	New Position Short Text	New Job Class	New Job Class Description	New Job Class Code	Salary Ran...	Vacancy/Filled
ESA OS - IT REPORT SECOND LINE	IT SPECIALIST 5	DX94	50001668	IT SPECIALIST 5	479M	66	2
EXEC FSA FINANCE CENTRAL BUDGET OFF	OFFICE CHIEF, CENTRAL BUDGET OFFICE	CW04	50003223	DP DIR FIN DIV	B2432	BAND 3	2

Reallocated from WMS Positions screen shot 4 of 4

WMS Activity Reports

State of Washington - HRMS
Reallocated from WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/20/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 8
Records reported: 8
Run time: 00:00:01

Budget...	Count
X	1
X	1
X	1
X	1
X	1
X	1
X	1
X	1
X	1



Reallocate WMS to WGS Positions Fields – Position, Business Area, Business Area Description, Effective Date, WMS Personnel Area, WMS Personnel Area Description, WMS Organization Unit, WMS Organization Unit Description, WMS Position Title, WMS Position Short Text, WMS Job Class, WMS Job Class Description, Pay Grade, Market Segment, Management Type, JVAC, Primary Inclusion, New Personnel Area, New Personnel Area Description, New Organization Unit, New Org Unit Description, New Position Title, New Position Short Text, New Job Class, New Job Class Description, New Job Class Code, Salary Range, Vacancy/Filled Indicator, Budgeted, Count.

Re-evaluation of Existing WMS Positions screen shot 1 of 4

List Edit Goto Views Settings System Help

WMS Activity Reports

State of Washington - HRMS
Re-evaluation of Existing WMS Positions

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/10/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 4
 Records reported: 6
 Run time: 00:00:01

Position	Business Area	Business Area Description	Position Evaluati...	Personnel Area	Personnel Area Description	Organization Unit	Org Unit Description	Previous Position Title
70001530	0750	Office of the Governor	03/01/2013	0750	Office of the Governor	30000185	OFFICE OF THE GOVERNOR	REG LIAS/PRG MGR
70001530	0750	Office of the Governor	04/01/2013	0750	Office of the Governor	30000185	OFFICE OF THE GOVERNOR	PROGRAM MANAGER
70001531	0750	Office of the Governor	04/01/2013	0750	Office of the Governor	30000188	PUGET SOUND ACTION TEAM	PROGRAM MANAGER

Re-evaluation of Existing WMS Positions screen shot 2 of 4

List Edit Goto Views Settings System Help

WMS Activity Reports

State of Washington - HRMS
Re-evaluation of Existing WMS Positions

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/10/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 4
 Records reported: 6
 Run time: 00:00:01

Current Position Title	Previous Position Short Text	Current Position Short Text	Previous Pay Gra...	Current Pay Grade	Previous Market Segment	Current Market Segment	Previous Management Ty
PROGRAM MANAGER	0013	0013	BAND 2	BAND 2			MGMT
change title	0013	0013	BAND 2	BAND 2	Ins	Ins	MGMT
PROGRAM MANAGER	0016	0016	BAND 2	BAND 2	HC Admn	HC Admn	MGMT

Re-evaluation of Existing WMS Positions screen shot 3 of 4

State of Washington - HRMS
Re-evaluation of Existing WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 4
Records reported: 6
Run time: 00:00:00

Current Management Type	Previous JVAC	Current JVAC	Previous Primary Inclusion	Current Primary Inclusion	Previous Secondary Inclusion	Current Secondary Inclusion
MGMT	TRA-0000	TRA-0000	Form SW Policy or Dir Wk of Agy/SAgy	Form SW Policy or Dir Wk of Agy/SAgy	Funct Abv Fst Lvl Sup /Use Indep Jdg...	Funct Abv Fst Lvl Sup /Use Indep Jdgment
POLICY	TRA-0000	M_X3B-618	Form SW Policy or Dir Wk of Agy/SAgy	Funct Abv Fst Lvl Sup /Use Indep Jdg...	Funct Abv Fst Lvl Sup /Use Indep Jdg...	Adm one or more SW Policies/Prgms
MGMT	who dropped h...	M_X2C-724	Adm one or more SW Policies/Prgms	Adm one or more SW Policies/Prgms	Adm one or more SW Policies/Prgms	Adm one or more SW Policies/Prgms

Re-evaluation of Existing WMS Positions screen shot 4 of 4

State of Washington - HRMS
Re-evaluation of Existing WMS Positions

Report ID : ZHR_RPTOMN03
User : KELLYYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 4
Records reported: 6
Run time: 00:00:00

Vacancy/Filled Indicator	Budget...	Count
2	X	1
0	X	0
2	X	1



Re-evaluation of Existing WMS Position Report Fields:

Position, Business Area, Business Area Description, Personnel Area, Personnel Area Description, Organization Unit, Organization Unit Description, Previous Position Title, Current Position Title, Previous Position Short Text, Current Position Short Text, Previous Pay Grade, Current Pay Grade, Previous Market Segment, Current Market Segment, Previous Management Type, Current Management Type, Previous JVAC, Current JVAC, Previous Primary Inclusion Criteria, Current Primary Inclusion Criteria, Previous Secondary Inclusion Criteria Current Secondary Inclusion Criteria, Vacancy/Filled Indicator, Position Evaluation Date, Budgeted, "Count"

WMS Position Report screen shot 1 of 3

List Edit Goto Views Settings System Help

WMS Activity Reports

State of Washington - HRMS
WMS Position Report

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 1,411
Records reported: 1,412
Run time: 00:00:21

Position	Business Area	Business Area Description	Position Start Date	Position End Date	Personnel Area	Personnel Area Description	Organization Unit	Org Unit Description
70020645	3000	Dept of Social & Health Serv.	01/01/2005	12/31/9999	3000	DSHS Headquarters	30004308	HRSA DASA Policy Planning Certification
70020729	3000	Dept of Social & Health Serv.	04/16/2008	12/31/9999	3000	DSHS Headquarters	30003838	ESA OS Report Second Line
70020768	3000	Dept of Social & Health Serv.	01/01/2005	12/31/9999	3000	DSHS Headquarters	30003838	ESA OS Report Second Line

WMS Position Report screen shot 2 of 3

List Edit Goto Views Settings System Help

WMS Activity Reports

State of Washington - HRMS
WMS Position Report

Report ID : ZHR_RPTOMN03
User : KELLYW
Run Date : 06/10/2013
Period : 05/01/2012 through 06/10/2013
Positions reported: 1,411
Records reported: 1,412
Run time: 00:00:21

Position Title	Position ...	Job Cl...	Job Class Des...	Personne...	Employee Name	Pay Gra...	Market Se...	Manageme...	JVAC	Primary Includ...	Secondary Inclusion	Vacancy/Filed Indicator
CERT SUPERVISOR	BX22				Not Assigned	BAND 3	HC Admn		C3X-0768			2
ESA HR Manager	CE76	50003...	WMS BAND 1		Not Assigned	BAND 1			A2W			2
PRG EVL/DTA I MG	CH06			309567	Not Assigned	BAND 2			B2X-0570			2

WMS Position Report screen shot 3 of 3

The screenshot shows the 'WMS Activity Reports' application window. The title bar reads 'WMS Activity Reports'. Below the title bar is a menu bar with 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. A toolbar contains various icons for file operations and navigation. The main content area displays the following report information:

State of Washington - HRMS
WMS Position Report

Report ID : ZHR_RPTOMN03
 User : KELLYW
 Run Date : 06/10/2013
 Period : 05/01/2012 through 06/10/2013
 Positions reported: 1,411
 Records reported: 1,412
 Run time: 00:00:21

Below the report details is a table with three columns: 'Position Evaluation D...', 'Budget...', and 'Count'. The table contains three rows, each with an 'X' in the 'Budget...' column and a '1' in the 'Count' column.

Position Evaluation D...	Budget...	Count
	X	1
	X	1
	X	1



WMS Position Report reporting fields: Position, Business Area, Business Area Description, Position Start date, Position End date, Personnel Area, Personnel Area Description, Organization Unit, Org Unit Description, Position Title, Position Short Text, Job Class, Job Class Description, Personnel Number, Employee Name, Pay Grade, Market Segment, Management Type, JVAC, Primary Inclusion, Secondary Inclusion, Vacancy/Filled Indicator, Position Evaluation Date, Budgeted, Count

Results

You have generated the Corrections and Returns report for your agency.